



**FLOODING  
AHEAD**

# Governor's Proclamation

June 13, 2011



## **Suspension of provisions pertaining to principal place of business and extension locations for motor vehicle dealers, travel trailer dealers and vehicle recyclers proclamation**

### QUESTIONS AND ANSWERS

#### **What businesses/dealers are affected by the emergency proclamation?**

- All currently licensed new and used motor vehicle and travel trailer dealers and vehicle recyclers with a principal place of business in a disaster county that are precluded from conducting business at their principal place of business due to the floods.

#### **What counties are covered in the proclamation?**

- Fremont, Harrison, Mills, Monona, Pottawattamie and Woodbury are the disaster counties.

#### **If my dealership is located in another county, such as Story County, can I also apply for the exemption?**

- No, only those dealers that are located in one of the disaster counties and cannot conduct business at their principal place of business as a result of the flood may apply for the exemption.

#### **What type of license will I need to apply for?**

- A temporary extension lot license

#### **Who do I contact and how do I obtain the application?**

- You may contact the Office of Vehicle Services at:

Physical location:  
Office of Vehicle Services  
6310 SE Convenience Blvd.  
Ankeny, Iowa

Mailing address:  
Office of Vehicle Services  
P.O. Box 9278  
Des Moines, Iowa 50306-9278

Phone: 515-237-3110  
E-mail: [vehser@dot.iowa.gov](mailto:vehser@dot.iowa.gov)  
Fax: 515-237-3056  
Website: <http://www.iowadot.gov/mvd/ovs/default.htm>

The application for an extension lot license for motor vehicle and travel trailer dealers can be obtained at <http://www.iowadot.gov/mvd/ovs/default.htm> (form number 417072).

For vehicle recyclers a letter requesting the extension can be mailed, faxed or delivered to the Office of Vehicle Services.

**Can I conduct business at another location before being issued an extension lot license?**

- No, you must obtain the license prior to conducting business at the temporary location.

**Is there a charge?**

- No, the fee is waived for the temporary license during this proclamation.

**Is there a restriction where the temporary place of business can be located?**

- Yes, the alternate location must be within the county of the dealer's or recycler's principal place of business or an adjacent county. New motor vehicle dealers must also be within their approved area of primary responsibility according to the franchise agreement.

**Do I need to provide a zoning letter that indicates the location is approved for the business to be conducted?**

- No, but the dealer or recycler is still required to comply with all local zoning laws.

**Are the dealers and recyclers that qualify for this proclamation exempt from record keeping requirements imposed by state and federal law during this time?**

- No, dealers and recyclers that qualify are not excused from any record keeping requirements and should continue to maintain all required records at a secure location until they are able to resume operations at their principal place of business.